



Natural Resources Conservation Service
State Office
100 USDA, Suite 206
Stillwater, OK 74074-2655
Telephone (405) 742-1219

November 5, 2002

OKLAHOMA BULLETIN NO. OK250-3-6

SUBJECT: FNM – Usage of Travel Charge Cards

Purpose. To remind employees of proper usage of government issued travel charge cards.

Expiration Date. September 30, 2003

Travelers should use the government issued travel charge card for official travel expenses only. This card is required to purchase airline tickets for official travel. Cash advances can be obtained with the travel cards for miscellaneous travel expenses and meal expenses. Travel cards should be used for lodging expenses when possible. Applications for travel cards may be obtained from zone office assistants or financial management.

Employees may not use the Government contractor-issued travel charge card for purposes other than official travel expenses. In this case, official travel is travel for which a travel voucher will be filed. The charge card should not be used for travel authorized at government time/personal expense or during one day trips away from the employee's duty station.

Government issued travel charge cards should not be used to purchase items of a personal nature such as clothing or gifts while in travel status or for personal, family, or household purposes. If a travel card is inadvertently used for personal expenses, the employee should immediately contact the vendor and have the charge switched to his/her personal credit card, then send an email to Gerry Cole in financial management. The State Office monitors charges made on government issued travel cards and any misuse will be reported to your supervisor.

Employees are required to pay undisputed travel card bills in full by the due date, even if reimbursement has not been received. Because this card is issued in the employee's name, this payment record will appear on employee's personal credit reports. Once a cardholder account has been cancelled, the account cannot be reopened. The agency is allowed to collect undisputed delinquent amounts owed to the Government travel charge card contractor from the employee's disposable pay upon written request from the contractor. Employee should refer to page 74, section 2635.809 of the "Standards of Ethical Conduct for Employees of the Executive Branch" book handed out during ethics training, for employee responsibilities for fulfilling financial obligations.

If you have any questions, please contact Financial Management.

A handwritten signature in cursive script, appearing to read "M. Dominick".

M. DARREL DOMINICK
State Conservationist

DIST: AE